

EVERGREEN

The Evergreen State College - Olympia, Washington 98505

Policy Approval Form

This is the official approval form for College Policies and Procedures. When completed and signed, this form will reside with the finalized policy. Completed and approved policies will be posted on the College Policies Web site (www.evergreen.edu/policies).

(Proposed) Policy Title: __ Special Class/Course Fees__

Policy Steward: __Vice Provost of Academic Planning and Budget__

Summary of New Policy/Changes for Updated Policy

The Special Class/Course Fee policy is being updated to allow for two new fees:

- (a) Study Abroad Administrative Fee to support the administrative costs and faculty support costs of study abroad,
- (b) A lab/studio fee to support the operating costs of running labs and studios.

Full Policy must be attached.

Consultation in the Development of this Policy:

The study abroad fee was introduced as a joint project between the Office of International Programs and Academics to help offset cuts made in 2018. The Academic Budget Office and Student Accounts were involved in creating the procedures for implementing this fee. Financial Aid was also consulted. It was shared with study abroad faculty in September 2018.

The lab/studio fee was developed with the Science, Visual Arts and Media Services managers in the summer of 2019 in response budget reductions to the operations in those areas. The Academic Budget Office, Student Accounts were all involved with shaping the procedures for fee collection. Financial Aid was consulted. The fee will be incorporated into cost of attendance calculations. The fee proposal was shared with faculty in November 2019, and with the GSU in January 2020.

Date of Senior Leadership Meeting when policy or revision was approved: __April 21, 2020__

Date Policy posted to Web: __April 21, 2020__